

ATTACHMENT A
CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
PRODUCT APPROVAL APPLICATION

Instructions

All information requested below must be submitted in full. Please label each section with the item number conforming to the list below. No application will be reviewed by the Committee until the submittal is complete. Failure to provide full disclosure may be grounds for disapproval of product.

Eleven (11) copies of the application should be sent to:

Mr. Arthur Morris, P.E.
Chairperson, Product Approval Committee
City of Houston
Public Works and Engineering Department
611 Walker, 15th Floor
Houston, Texas 77002

Item #:

1. Basic general information. Provide all information requested on attached form (Item 1).
2. Existing Installations of Product. The following data is requested on representative installations of your product. A sample form (Item 2) is attached or you may use your own tabular format. Failure to disclose representative installations can be grounds for disapproval of product.
3. Describe materials of construction (including relevant industry standards - e.g., ASTM, ANSI, AWWA, etc.), special manufacturing processes and quality control measures used in the manufacture and installation of your product. Include copies of relevant referenced specifications or standards. Include Material Safety Data Sheets (MSDS) and National Sanitary Foundation (NSF) testing results in all products in contact with potable water or otherwise providing an exposure to operations or maintenance personnel.
4. Indicate if there are any special conditions (such as pipe size) for optimal performance of the product. Specify conditions or requirements for optimal performance. Where appropriate, include the engineering data required for proper application of the product. Indicate relevant safety factors, and pressure, temperature, or environmental limits.

5. Are current City of Houston technical specifications adequate for inclusion of the product? Are exceptions to the City specifications being requested?
6. Provide Certifications of Compliance to applicable City of Houston standards and codes.
7. Engineering Design Guide. Attach a copy of the Engineering Design Guide or Installation Guide for the proposed product. This document should indicate that it was prepared under the supervision of a Registered Professional Engineer in the state of the manufacturer. Should engineering certification not be a part of the standard printed documents, a letter should be provided from the manufacturer that the Engineering Design Guide was prepared under the supervision of a Registered Professional Engineer. The name, seal, registration number and expiration date of the supervising engineer should be included in either the design guide as the accompanying letter.
8. Client References. Provide names, addresses, phone numbers and job identification of current and past clients. The City will contact selected references concerning product performance.
9. Copies of tests conducted by independent testing companies showing conformance with industry standard and City's specification established for the product.
10. Provide information relating to patents, licenses and/or franchises held on the product. Include specific descriptions and relevant data such as patent (license) number and date issued.
11. Provide any other related information. Although not required, our application submittal may include other data to assist the Committee in evaluating the product for use on City of Houston projects. This information could include brochures, videotapes, product samples and/or photographs. The Committee cannot be responsible for return of these materials. (One (1) copy of video tapes and product samples is sufficient for committee review.)

CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
PRODUCT APPROVAL APPLICATION

Application Number _____
Date Received _____
Submittal Complete _____

(Do not write above this line for City use only)

ITEM 1. General Information

Product Name _____

Representative Company Name _____

Individual Contact(s) _____

Street Address _____

City, State, Zip Code _____

Telephone _____ **Fax** _____

E-Mail Address _____

Manufacturer Company Name _____

Individual Contact(s) _____

Street Address _____

City, State, Zip Code _____

Telephone _____ **Fax** _____

E-Mail Address _____

Product Application(s) _____

ITEM 2.

Existing Installations of Products

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